

# Memorandum

**TO:** Sue Sillick, Montana Department of Transportation  
**FROM:** George Mazur, Cambridge Systematics  
**DATE:** March 13, 2009  
**RE:** Contract #308603, Progress Report for February 2009

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## ■ 1.0 Summary

This Progress Report summarizes Cambridge Systematics' (CS) activities and progress on project work tasks and deliverables in support of contract #30863, *Smart Transportation and Land Use Planning*. The project was initiated on September 18, 2008.

## ■ 2.0 Work Progress and Accomplishments for February 2009

The following bullets describe the work that was undertaken by the CS team during this reporting period.

- Task 1 - The research team completed and delivered Tech Memo #1 on February 8. This memo provides results from Subtasks 1.1, 1.3 and the web-survey portion of Task 1.2. The research team revised the Task 1.2 interview plan to reflect Technical Panel feedback, and then initiated follow-up interviews of Montana planning professionals (Task 1.2) and current tool users (Task 1.4). The research team completed the Task 1.4 interviews and summaries, and has completed about ½ of the Task 1.2 interviews (with the remaining interviews scheduled). As of 1/31/09, work is *in progress* on Task 1.2 and completed in all other elements of Task 1.
- Task 2 - In February, the research team completed the identification, cataloging and summary of supplementary resource material; the research team has prepared a short addendum to the literature review for inclusion in Tech Memo #2. The research team continued and largely completed the tool compilation and analysis process using interview results from Task 1.4 and literature review findings from Task 1.3 and the supplementary resource material. The team has restructured the "tools" presentation from Tech Memo #1 to create a more logical and function-based organization of the tools based on the principles of "policies, practices, analytic methods, data sources, software and other ideas"; at this point, 15 discrete tools have been identified for evaluation and reporting in Tech Memo #2.

- Task 3 - The research team, as part of the interviews and Task 2 evaluation, has been identifying discrete tools and potential strengths and weaknesses from each example tool application. The team has prepared an initial framework to guide evaluation and gap analysis of the potential tools. As part of the Task 2 effort, the team is considering options for the shortlist of tools that may have high applicability to Montana's planning and decision making needs.
- Task 4 - Work has not initiated on this task.
- Task 5 - Work has not initiated on this task.

### ■ 3.0 Project Schedule

- The planned and actual time schedule is shown in Table 1. For reasons noted below, work on the interview portions of Task 1 will continue through early March 2009 with the results reported in Technical Memorandum #2.

*Table 1 - Planned and Actual Time Schedule*

Task	Scheduled Start Date	Scheduled Completion Date	Actual Start Date	Actual Completion Date	Percent Work Complete as of 2/28/08	Task Budget	Estimated Expenditures as of 2/28/08	Estimate Percent Expended as of 2/28/08
1. Literature Review and Scan	9/18/2008	1/15/2009	9/18/2008	n/a	92%	\$ 80,328	\$ 74,000	92%
2. Compilation and Analysis	12/15/2008	3/15/2009	9/18/2008	n/a	60%	\$ 46,852	\$ 26,885	57%
3. Gap Analysis	2/15/2009	6/15/2009	9/18/2008	n/a	20%	\$ 39,834	\$ 8,500	21%
4. Stakeholder Engagement and Tool Refinement	4/15/2009	8/15/2009	n/a	n/a	0%	\$ 51,601	\$ -	0%
5. Toolkit Development and Deployment	7/15/2009	10/31/2009*	n/a	n/a	0%	\$ 81,261	\$ -	0%
<b>Project Total</b>						<b>\$ 299,875</b>	<b>\$ 109,385</b>	<b>36%</b>

\* Task 5 completion date represents submittal of Draft Project Report.

### ■ 4.0 Project Issues

- The research team experienced difficulties getting responses from several of the interview targets in Task 1.2. Accordingly, the Task 1.2 interviews are still in progress as of the end of February. Based on this slight delay, we have revised the target delivery date for TM #2 to March 18, 2009. This revised delivery date is well in advance of the Technical Panel meeting that is scheduled for March 27, 2009.
- Delivery dates for subsequent items remain unchanged

### ■ 5.0 Fiscal Expenditures

- The expenditures shown in Table 1 reflects CS and subcontractor expenditures through January 31, 2008.

- The total *estimated* expenditure of \$109,385 represents about 36% of total project funds.